

MAIN HRS

DCDS Reports

Batch Reports - C **HR-410 - Detail Distribution**

Purpose:	The Distribution Detail report provides labor and equipment distribution detail according to requested specifications. The minimum data required to be entered, is department, agency, and at least one available element.
Frequency:	As requested (Daily, Weekly, Monthly, Yearly)
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency
Media:	The report is printed at the designated printer.
Retention:	Per Department Policy.
Information:	A. The Distribution Detail report is accessed through the <u>R</u> eports, <u>B</u> atch, <u>C</u> - Distribution Detail items on the menu.

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Information: *(Continued)*

- B. The following detail may be displayed base on a user's selections:
- Social Security Number (SSN/Warrant)
 - Pay Type Group (PYTG)
 - Object (OBJT)
 - Hours
 - Amount
- C. Based on the information selected to display, one of three possible reports will generate. The reports are:
- HR410A - Labor Distribution - Detail by Accounting Period End Date
 - HR410B - Labor Distribution - Detail by Original Pay Period End Date
 - HR410C - Labor Distribution - Detail by Paid Pay Period End Date
- D. When requesting HR410A - Detail by Accounting Period End Date, you must select the Posted radio button in the Posted or Original detail box because accounting periods are based on fiscal months and years not calendar months and years. The From and To Date Reporting Range entered must also be entered in a fiscal year format (i.e. October 1996 will be entered as 1/97).
- E. The Report Status screen provides the status of reports requested. A "P" displayed in the Status field indicates that the report is pending, a "C" means completed and an "F" means it failed. The Report Status screen can be accessed through the Reports, Batch, S - Status Report items on the menu bar.
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File Edit Options Functions Params Reports Window Help

Report Request - Detail Distribution

Department: 01 Agency: 01 Reporting Level: ☒ Summary ☐ Detail Posted or Original: ☒ Posted ☐ Original

☐ Employee Detail ☐ Object Detail

Pay Type Information: ☒ None ☐ Agency Pay Type Group ☐ PPRISM Pay Type Group

Date Type: ☐ Accounting Period ☐ Original Pay Period ☒ Paid Pay Period

Reporting Range: From: 08/25/1996 To: 09/07/1996

Available Elements: GRANT_PHASE, FISCAL_YEAR, APPROPRIATION_YEAR, APPROPRIATION, FUND, APPROPRIATED_FUND, GRANT_NUMBER, AGENCY_CODE_1, PROJECT_NUMBER

Operator: Display Only Value: and: Add/Rem: > >> < <<

Selected Elements: INDEX_CODE, PCA

OK Close

Ready

Report Request Screen

To display the Report Request screen for Distribution Detail report, select the **Reports** menu item from the Menu bar and click on the **Batch** menu item. From the cascading menu, click on **C - Distribution Detail** menu item.

The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the appropriate criteria in which to request the Detail Distribution Report. The following is selected:

Department/Agency - Select the appropriate department and agency.

Reporting Level - If the Summary radio button is selected, the information will be summed for the reporting range. If the Detail radio button is selected, the information will be displayed pay period by pay period.

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Report Request Screen

Posted or Original - If the Posted radio button is selected, then the information will be displayed as it was posted in R★STARS. If the Original radio button is selected then the information will be displayed as it was sent from DCDS to R★STARS before it posted in R★STARS.

Employee Detail - If the box is checked, SSN detail column is displayed on the report (information will be displayed by SSN.) If the box is not checked, the SSN detail column will not display.

Object Detail - If the box is checked, Object Code (OBJT) detail column is displayed on the report (information will be displayed by Object Code.) If the box is not checked, the Object Code detail column will not display.

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File Edit Options Functions Params Reports Window Help

Report Request - Detail Distribution

Department: 01 Agency: 01 Reporting Level: ☒ Summary ☐ Detail Posted or Original: ☒ Posted ☐ Original

☐ Employee Detail ☐ Object Detail

Pay Type Information: ☒ None ☐ Agency Pay Type Group ☐ PPRISM Pay Type Group

Date Type: ☐ Accounting Period ☐ Original Pay Period ☒ Paid Pay Period

Reporting Range: From: 08/25/1996 To: 09/07/1996

Available Elements: GRANT_PHASE, FISCAL_YEAR, APPROPRIATION_YEAR, APPROPRIATION, FUND, APPROPRIATED_FUND, GRANT_NUMBER, AGENCY_CODE_1, PROJECT_NUMBER

Operator: Display Only Value: and: Add/Rem: > >> < <<

Selected Elements:

Element	Operator	Value
INDEX_CODE	Display Only	
PCA	Display Only	

OK Close

Ready

Report Request Screen

Pay Type Information - If the None radio button is selected, the paytype (PYTP) column is not displayed on the report. If the Agency Pay Type Group radio button is selected, the paytype (PYTP) column is displayed using Agency Pay Type Groups on the report. If the PPRISM Pay Type Group radio button is selected, the paytype (PYTP) column is displayed using PPRISM Pay Type Groups on the report.

Date Type - If the Accounting Period radio button is selected, then the information is displayed by accounting period (for example Accounting Period 1 is October 1 - October 31). If the Original Pay Period radio button is selected, then the information will be displayed for the original pay period. If the Paid Pay Period radio button is selected then the information will be displayed for the paid pay period. Note: For adjustments, the paid pay period will be different than the original pay period. These radio buttons allow you to compare original vs paid information.

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File Edit Options Functions Params Reports Window Help

Report Request - Detail Distribution

Department: 59 Agency: 01 Reporting Level: ☐ Summary ☒ Detail Posted or Original: ☒ Posted ☐ Original

☐ Employee Detail ☐ Object Detail

Pay Type Information: ☒ None ☐ Agency Pay Type Group ☐ PPRISM Pay Type Group

Date Type: ☐ Accounting Period ☒ Original Pay Period ☐ Paid Pay Period

Reporting Range: From: 10/05/1997 To: 11/01/1997

Available Elements Selected Elements

Batch Report Information

Report Start Date: 12/05/1997

Next Run Freq Type: Monthly

Next Run Freq Value: 1

Destination: hp4_4central

PROJECT_NUMBER PROJECT_PHASE

OK Close

Ready

Report Request Screen

Reporting Range - Allows the entry of the date range for the report information.

Note: A Batch Report Information Window displays when the menu items are selected. Enter the appropriate fields (Next Run Freq Type, Next Run Freq Value and Destination) and then click the OK button.

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HR-410-A- Labor Distribution-Detail by Accounting Period

ZA09410Z01		2	HR – 410-A	MAIN HUMAN RESOURCE SYSTEM		RUN DATE: 04/03/2000	
LABOR DISTRIBUTION – DETAIL BY ACCOUNTING PERIOD				FROM: 09/01/1999 TO 08/18/2000		PAGE 1	
DEPARTMENT: 03		LEGISLATIVE		DATE 09/1999			
AGENCY : 03		STATE LIBRARY					
FACS AGENCY: 930		930 LIBRARY OF MICHIGAN					
FYR	INDEX			SSN/WARRANT	HOURS	AMOUNT	
1999	10020			030-30-5955 @	336.0	2,449.28	
					-----	-----	
		*SSN SABIR, GRADY P		030-30-5955	336.0	2,449.28	
					-----	-----	
	*INDEX	10020			336.0	2,449.28	
1999	10380			030-30-1384 @	16.8	366.01	
					-----	-----	
		*SSN CHAMBLISS, SERGIO E		030-30-1384	16.8	366.01	
					-----	-----	
	*INDEX	10320			16.8	366.01	

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ZA09410Z01		2	HR – 410-B	MAIN HUMAN RESOURCE SYSTEM			RUN DATE: 04/03/2000	
				LABOR DISTRIBUTION – DETAIL BY ORIGINAL PAY PERIOD END DATE			PAGE 1	
				FROM: 09/01/1999 TO 08/18/2000				
DEPARTMENT: 03		LEGISLATIVE						
AGENCY : 03		STATE LIBRARY						
FACS AGENCY: 930		930 LIBRARY OF MICHIGAN		ORIGINAL PAY PERIOD END DATE 09/14/1999				
FYR	INDEX			SSN/WARRANT	OBJT	HOURS	AMOUNT	
1999	10020			030-30-5955	3710	56.0	1,823.92	
				@	3885		26.63	
					3895	56.0	394.70	
					3945	56.0	149.83	
					4075	56.0	13.71	
					4105	56.0	2.53	
					4120	56.0	22.62	
					4125	56.0	15.34	
						-----	-----	
				*SSN SABIR, GRADY P	030-30-5955	336.0	2,449.28	
						-----	-----	
3710	56.0	1,823.92		@	3885		26.63	
					3895	56.0	394.70	
					3945	56.0	149.83	
					4075	56.0	13.71	
					4105	56.0	2.53	
					4120	56.0	22.62	
					4125	56.0	15.34	
						-----	-----	
						336.0	2,449.28	

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HR-410-C - Labor Distribution - Detail by Paid Pay Period End Date

ZA09410Z01		2	HR – 410-C		MAIN HUMAN RESOURCE SYSTEM		RUN DATE: 04/03/2000	
					LABOR DISTRIBUTION – DETAIL BY PERIOD END DATE		PAGE	
					FROM: 09/01/1999 TO 08/18/2000		1	
DEPARTMENT: 03		LEGISLATIVE						
AGENCY : 03		STATE LIBRARY						
FACS AGENCY: 930		930 LIBRARY OF MICHIGAN		PAY PERIOD END DATE 09/14/1999				
FYR	INDEX				SSN/WARRANT	OBJT	HOURS	AMOUNT
1999	10020				030-30-5955	3710	56.0	1,823.92
					@	3885		26.63
						3895	56.0	394.70
						3945	56.0	149.83
						4075	56.0	13.71
						4105	56.0	2.53
						4120	56.0	22.62
						4125	56.0	15.34
							-----	-----
					*SSN SABIR, GRADY P	030-30-5955	336.0	2,449.28
							-----	-----
3710	56.0	1,823.92			@	3885		26.63
						3895	56.0	394.70
						3945	56.0	149.83
						4075	56.0	13.71
						4105	56.0	2.53
						4120	56.0	22.62
						4125	56.0	15.34
							-----	-----
							336.0	2,449.28

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